

Agenda/ Minutes of Hózhó Academy Governing Council

Date: November 27, 2018

Time: 9:30 AM

Location: 104 E. Aztec Ave., Gallup, NM 87301

Meeting Type: Regular Special Proposed Approved

I. Meeting was brought to order at [BLANK]

II. Pledge of Allegiance led by [BLANK]

III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	<input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	<input type="checkbox"/>	<input type="checkbox"/>
Amanda Tanner	<input type="checkbox"/>	<input type="checkbox"/>
Brinn King	<input type="checkbox"/>	<input type="checkbox"/>
Eric James	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Boucher	<input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: [Patrick T. Mason, Rachel E. Mason, Juliane Hillock]

IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Motion: [BLANK]

Second: [BLANK]

Amendments: [BLANK]

Unanimous or **Ayes:** **Nays:**

V. Approval of Consent Agenda Items

[CHAIRPERSON]

Action Requested: Approval of minutes from 10/30 meeting

Motion: [BLANK]

Second: [BLANK]

No correction or objection: [BLANK]

Unanimous or **Ayes:** **Nays:**

Action Requested: Approval of Check & CC Registers for October

Motion: [BLANK]

Second: [BLANK]

No correction or objection: [BLANK]

Unanimous or **Ayes:** **Nays:**

VI. Comments from the community:

a.

VII. Open Action Items

Action Requested

Motion: [BLANK]

Second: [BLANK]

Discussion: [BLANK]

Unanimous or **Ayes:** **Nays:**

VIII. New Action Items

a. Revise McKinney Vento Policy

Action Requested: Approve Revised McKinney Vento Policy

Motion: [BLANK]

Second: [BLANK]

Discussion: [BLANK]

Unanimous or **Ayes:** **Nays:**

IX. Finance Committee Report

b. **Financial Presentation** [EdTec]

X. **School Principal Report** [Juliane Hillock, Principal]

XI. Other Reports

c. **Governance** – [Blank]

d. **Audit** – [Blank]

e. **Other Committees** – [Blank]

XII. Other Business and Announcements

a. Board Member Training Requirements

XIII. Training (Time Permitting)

f. [Blank]

XIV. Adjourn

Motion: [Blank]

Second: [Blank]

Discussion: [Blank]

Unanimous or **Ayes:** **Nays:**

Meeting adjourned at [BLANK]

Agenda/ Minutes of Hózhó Academy Governing Council

Date: October 30, 2018

Time: 9:30 AM

Location: 104 E. Aztec Ave., Gallup, NM 87301

Meeting Type: Regular Special Proposed Approved

- I. Meeting was brought to order at 8:12 pm
- II. Pledge of Allegiance led by Eric Chisamore
- III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	x <input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	x <input type="checkbox"/>	<input type="checkbox"/>
Amanda Tanner	x <input type="checkbox"/>	<input type="checkbox"/>
Brinn King	x <input type="checkbox"/>	<input type="checkbox"/>
Eric James	<input type="checkbox"/>	x <input type="checkbox"/>
Rebecca Boucher	x <input type="checkbox"/>	<input type="checkbox"/>

Other Attendees: [Patrick T. Mason, Rachel E. Mason, Juliane Hillock, Tommy Mimms-Gallup Express, Eric Chisamore]

- IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Motion: motion to approve agenda with the change of moving Tommy Mimms' presentation to the first discussion by King

Second: by Tanner

Amendments: [BLANK]

x Unanimous or Ayes: Nays:

- V. Approval of Consent Agenda Items

[CHAIRPERSON]

Action Requested: Approval of minutes from 9/25 meeting

Motion: motion to approve minutes from 9/25 by Tanner

Second: by King

No correction or objection: none

x Unanimous or Ayes: Nays:

A copy of the meeting minutes are available for public inspection at Hózhó Academy within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes. Hózhó Academy shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Rachel Mason (board@hozhoacademy.org) 5 business days prior to the meeting.

VI. Comments from the community:

a. none

VII. Open Action Items

Action Requested

Motion: [BLANK]

Second: [BLANK]

Discussion: [BLANK]

Unanimous or **Ayes:** **Nays:**

VIII. New Action Items

a. **Action Requested: Ratify ACES Membership**

Motion: motion to ratify ACES membership agreement by Montano

Second: second by R. Boucher

Discussion: everything would be done remotely. We would need to sign the co-op agreement to retain their services to stay in compliance with the state regulations. No legal issues were found with the contract.

Unanimous or **Ayes:** **Nays:**

b. **Action Requested: Approve Maintenance BAR authority**

Motion: motion to approve giving the Business manager the authority to create all maintenance BARS within a function and notified at each subsequent board meeting of any maintenance BARS that have occurred by King.

Second: by Tanner

Discussion: Budget authorization request. Gives Katie Rarick the ability to move line items within the budget in the same function- interfunction. Helps to keep the budget cleaner. She will give us an update in the monthly financial statement of any BARS that have occurred.

Unanimous or **Ayes:** **Nays:**

c. **Action Requested: Approve Lease Assistance BAR**

Motion: approve lease assistance BAR by Tanner

Second: second by R. Boucher

Discussion: surplus of money has occurred due to their being a difference in projected student numbers and actual numbers. This surplus would be then able

meeting in December. Lead into school bus in Albuquerque along with other school supplies that belonged to a school that closed last year. Eric Chisamore has offered his truck for possible transportation of items.

XI. Other Reports

a. **Governance** – [Blank]

b. **Audit** – [Blank]

c. **Tommy Mimms – Gallup Express**

- i. Gallup Express board has a concern of not having a monitor on the bus for if bus starts picking up other people on the route. Route needs to be designated as a tripper service per the DOT. One bus on east side and one on west. Total of 1323 children rides since school opening. Would be \$1.33 a day per child if student prices were to be applied. At this time both buses are full but would be nice to open up the transportation option to more children- possibly use a larger bus with a CDL driver.
- ii. Patrick discussed possibility of new grant being applied to the school with a transportation portion that would require us to use a yellow bus. Tommy indicated that they could possibly provide a driver for our bus- he will bring it up with his board. Drivers with Gallup Express have CDLs and passenger endorsements. Tommy will be sending their statutes on being a charter- they are regulated by the federal government. Patrick looked at their statute and they would be able to operate as a school bus.
- iii. Relationship could operate as a charter if the non for profit side of the school pays for it if the grant doesn't go through.
- iv. Pick up and drop off with the grant would need to be done in a bus or SUV via the state requirements.

d. **Other Committees** – [Blank]

XII. Other Business and Announcements

XIII. Training (Time Permitting)

a. [Blank]

XIV. Adjourn

Motion: motion to adjourn by R. Boucher

Second: by King

Discussion: [Blank]

x **Unanimous** or

Ayes:

Nays:

Meeting adjourned at 10:20 pm

Check Register

Hozho Academy
October 2018



Grand Total 94,244.25

Vendor	Check Number	Void	Date	Description	Check Amount
Advanced Tecnical Services	20537		10/1/2018	Acct# 649; Fire Alarm Monitoring: Sep'18 - Dec '18	151.64
Beverly Carviso	20538		10/1/2018	Reimb: Fingerprinting	35.00
Cooperative Educational Services (CES)	20539		10/1/2018	Cust Id# HOZHOACADEMY; New JPA Member Fee	300.00
Quill Corporation	20540		10/1/2018	Acct# C8617224; Materials & Supplies	2,396.58
NMPSIA	M995002		10/9/2018	M995002-NMPSIA	4,878.00
NMERB	DB101018		10/10/2018	DB101018-NMERB	10,872.63
NMPSIA	M995003		10/11/2018	M995003-NMPSIA	5,822.96
Aequitas Education	20541		10/15/2018	Lease of Site	15,000.00
Juliane Hillock	20542		10/15/2018	Reimb: Non Food Supplies	202.78
Mobilease Modular Space Inc	20543		10/15/2018	Monthly Rental Fee Modular Classrooms	13,463.00
National Business Furniture	20544		10/15/2018	Furniture & Adjustments	1,571.46
Andrew C Newell	20545		10/15/2018	Individual Student Counseling: 09/19 - 09/26/18	450.00
Red Rock Security & Patrol LLC	20546		10/15/2018	Hourly Security For Level 1 & Level 2 Security Officers	413.21
Rehoboth Christian School	20547		10/15/2018	Breakfast & Lunch: 09/17 - 09/28/18	3,750.00
Staples Advantage	20548		10/15/2018	Cust# DAL 1840861; Materials & Supplies	546.03
Staples Advantage	20549		10/15/2018	Cust# AD1840861; CR-Tax Refund	6,269.70
T & T Disturbuting Co.,INC.	20550		10/15/2018	Supplies and Materials	205.12
VEX Robotics, INC	20551		10/15/2018	PO# 71620181; VEX IQ Challenge Full Field Perimeter & Tiles	245.15
NMERB	DB101618		10/16/2018	DB101618-NMERB	2,450.13
Butler's Office Supply	20552		10/23/2018	Cust#Hozhac; Supply Assets	2,553.47
Classical Academic Press	20553		10/23/2018	Well Ordered Language, Level 1A SE	215.40
Dine Lock And Safe	20554		10/23/2018	PO# 101620164; Service Call, Indicator Lock & Installation	125.64
Edtec Inc.	20555		10/23/2018	Monthly Svc - October 2018	4,993.44
Juliane Hillock	20556		10/23/2018	Reimb: Non Food Supplies, Professional Development & Mileage	406.98
IPFS Corporation	20557		10/23/2018	Policy acct COD-289077 ; Policy SCC2032678 Payment No. 3 - Due Date 10/24/18	321.49
Mobilease Modular Space Inc	20558		10/23/2018	Order # RO00179; Monthly Rental Fee Modular Classrooms	13,463.00
Nasco	20559		10/23/2018	Acct # 394-951-00; Materials & Supplies	129.70
Staples Advantage	20560		10/23/2018	Cust# DAL 1840861; Materials & Supplies	520.63
T & T Disturbuting Co.,INC.	20561		10/23/2018	Supplies and Materials	44.97
ALSCO	20562		10/29/2018	Cust# 057890; 3X5 Mat & Super Tread Mat	16.24
City of Gallup	20563		10/29/2018	Acct# 27168; Electric Charges - due dt: 11/13/18	394.56
City of Gallup	20564		10/29/2018	Acct# 27148; Electric Charges - due dt: 11/13/18	1,019.61
Classical Academic Press	20565		10/29/2018	Well Ordered Language, Level 1A TE	15.96
Red Rock Security & Patrol LLC	20566		10/29/2018	Hourly Security For Level 1 & Level 2 Security Officers	438.67
Sports World Embroidery	20567		10/29/2018	Essential Bundle Boy & Girl	346.32
Stevenson Learning Skills	20568		10/29/2018	Supplementary Reader Set	131.78
Wisconsin Center for Education Products and Services	20569		10/29/2018	WIDA Screener Paper Elementary Kit	83.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.
Payroll checks are not included on this register.

Hozho Academy

Monthly Financial Update

KATIE RARICK

NOVEMBER 27, 2018

GALLUP, NM

edtec 



1. Summary
2. Revenue vs Expenses
3. Cash-Flow
4. Next Steps

Summary

Hozho 11.27.2018

Revenue	
SEG	\$1,021,307
Title I	48,000
Lease Reimbursement	93,440
Credits and Other Revenue	36,785
Foundation	\$160,000.00
Total Revenue	\$1,359,532

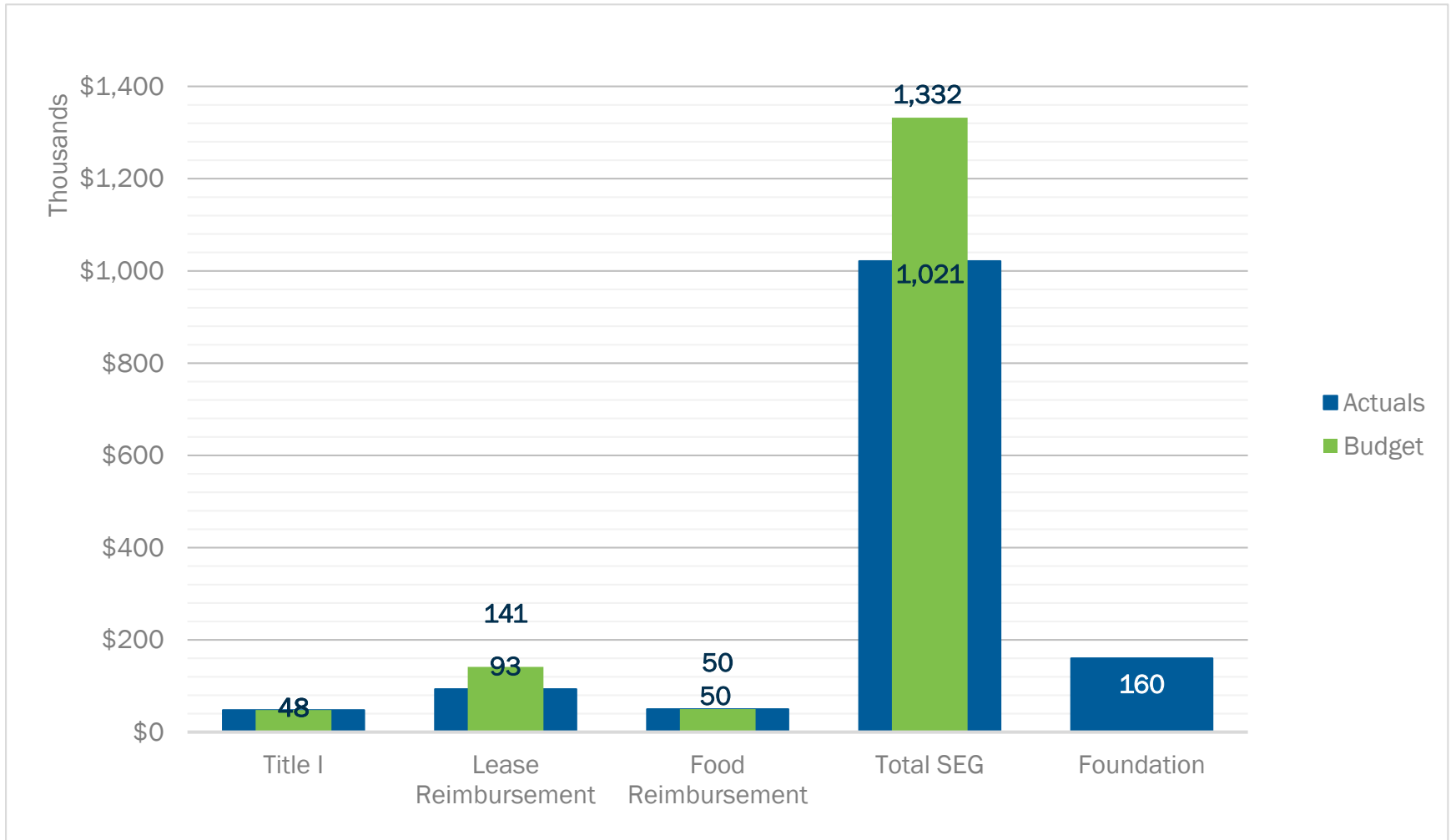
Expenses	
Total Salaries	575,307
Total Benefits	167,660
Total Salaries and Benefits	\$742,967
Total Operating Expenses	\$614,600
Total Expenses	\$1,357,567

Profit/Loss	
Revenue	\$1,359,532
Expenses	\$1,357,567
Total Profit/(Loss)	\$1,965

Foundation Calculator			
Funding Steams	Potential Amount	Yes/No	Adjusted Total
Loan	90,000	yes	90,000
Additional Lease Reimbursement	47,920	yes	47,920
CSP Expenses	40,000	no	0
Daniel's Fund	50,000	yes	50,000
Total Foundation	\$227,920		\$187,920

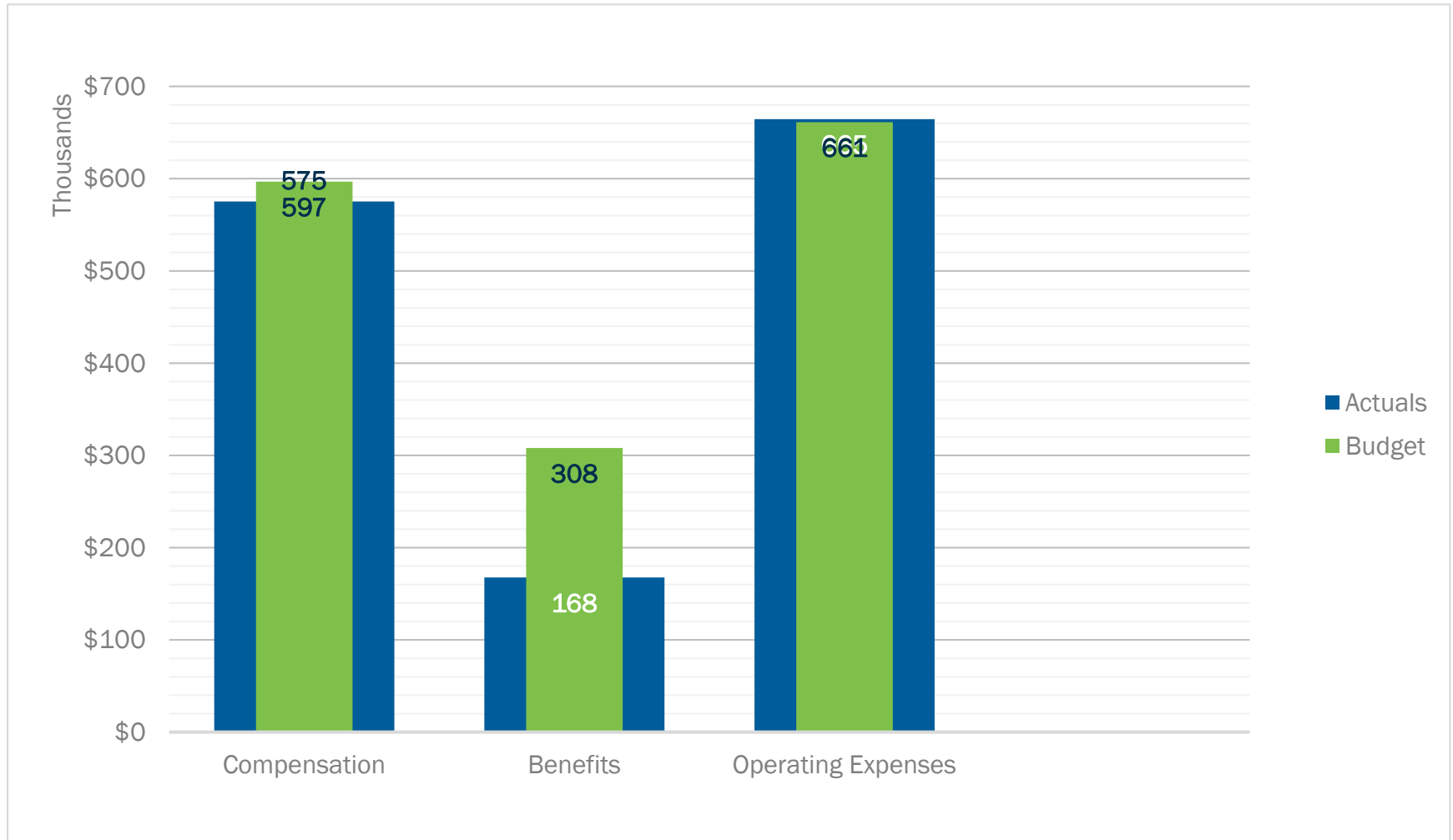
Budget vs. Actuals - Revenues

The revenue the SEG has decrease due to enrollment being at 128 vs. 225



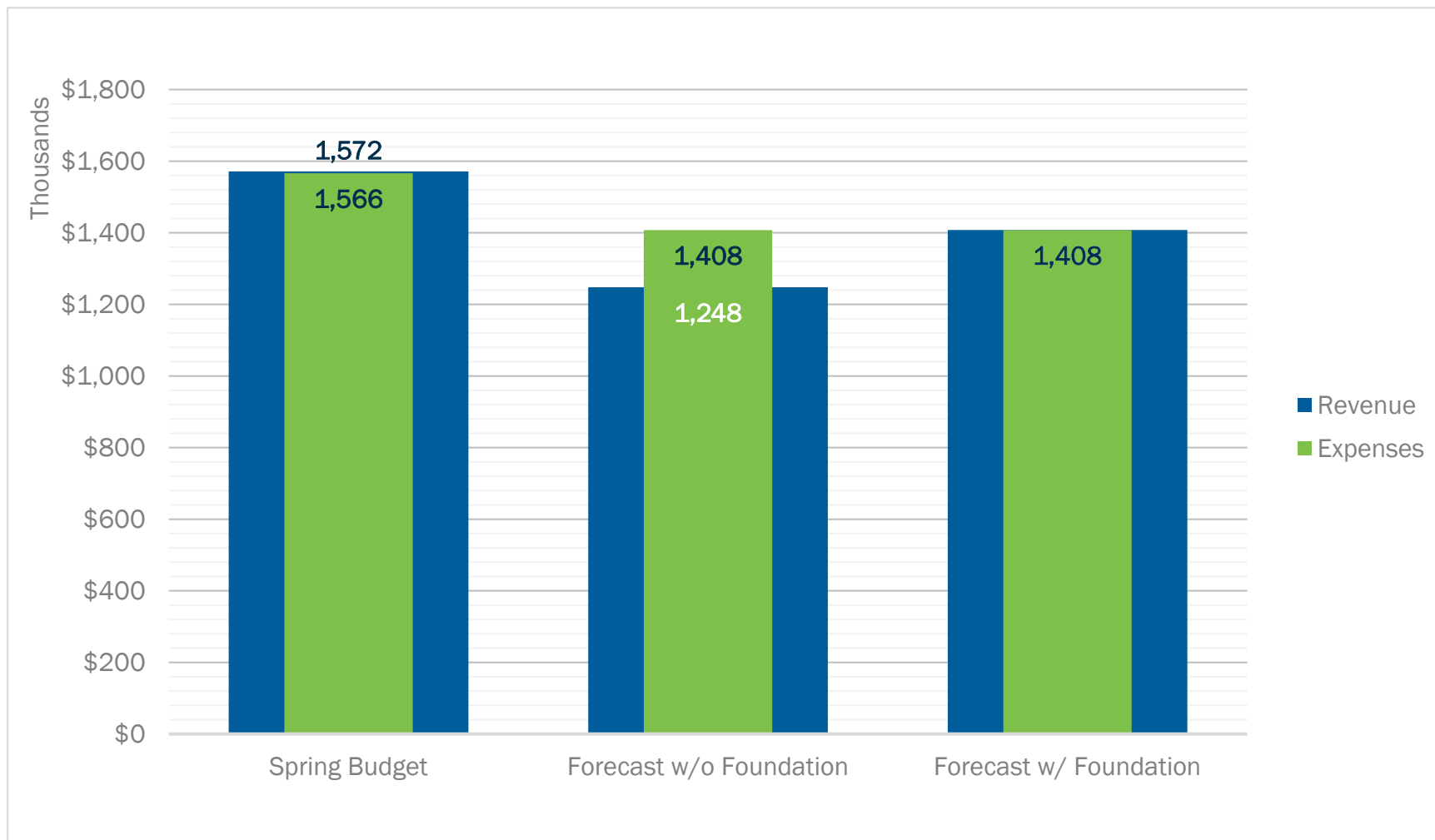
Budget vs. Actuals - Expenses

Compensation and Operating Expenses have decreased at the same rate as revenue



Budget vs. Actuals – Net Operating

\$160,000 is needed from the foundation to fill the funding gap



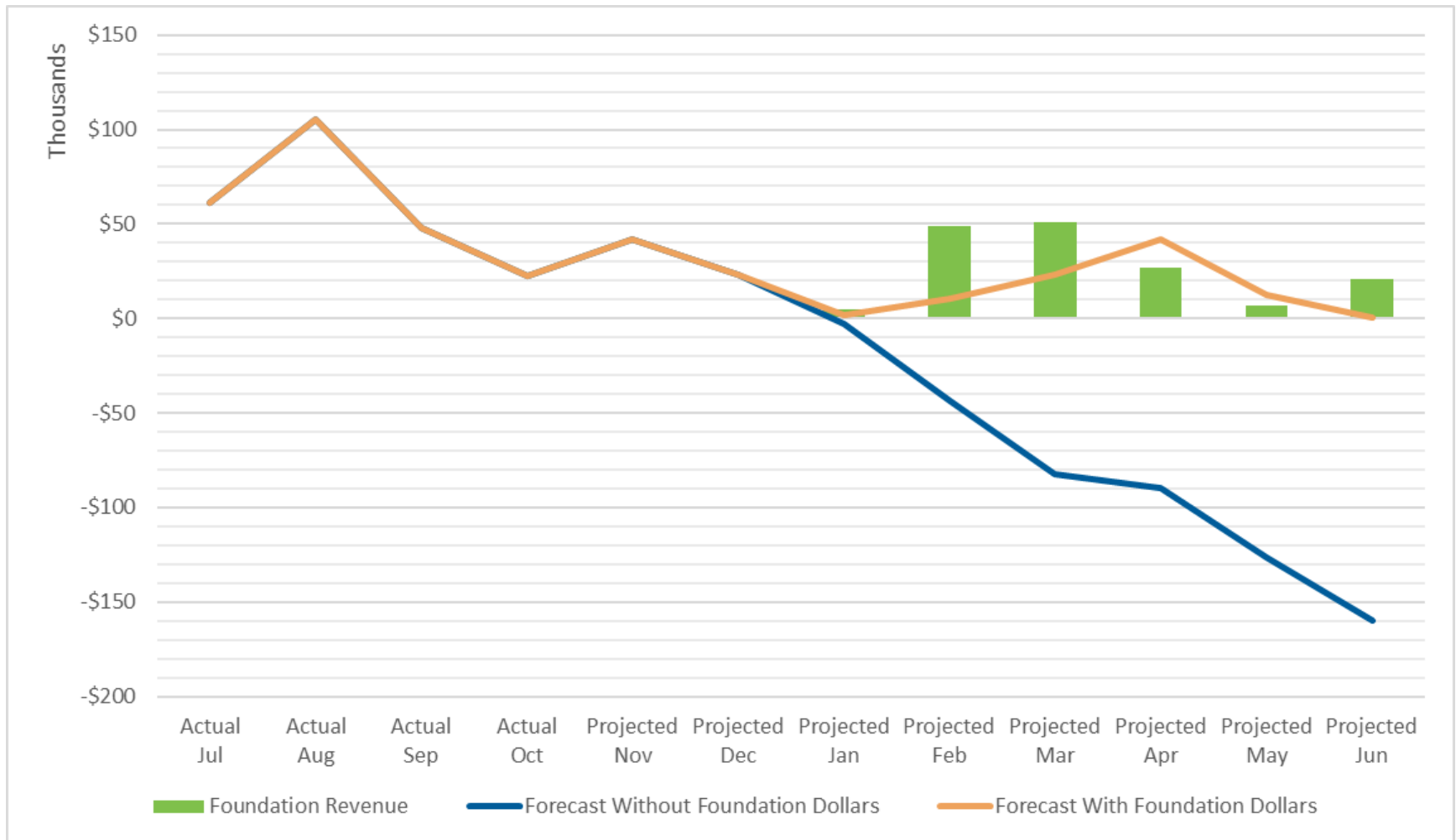
2018-19 Cash Flow

This includes revenue from other sources



2018-19 Monthly Cash Balance Projection

Cash Balance with and without Foundation funding



Accomplishments

- We continue to pay all expenses with SEG funds
- Submitted the DSS grant application

Next Steps

- Secure outside funding sources – make sure we have the foundation money we need for the year

Goals & Horizon Issues

- This does not include the playground expenses or janitorial since those will come from the foundation. So we need to make sure the foundation has the funds for cash-flow and those items.

ESP
ESP

Bank Reconciliation with description - 11000-1107 Cash in Ba... checking (main)
1107

As of 10/31/2018

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	BALANCE	DESCRIPTION
Reconciled						
Cleared Deposits and Other Credits						
	Deposit	10/2/2018	14825		135.00	DEPOSIT
	Journal	10/5/2018	HACS1036		1,725.02	PAYLOCITY CORPOR TAX COL
	Deposit	10/10/2018	14928		111,025.00	VNDR PYMT State of New Mex 11000 SEG OCTOBER 2018 11000 SEG OCTOBER 2018
	Deposit	10/19/2018	15049		50.00	DEPOSIT
Total - Cleared Deposits and Other Credits					112,935.02	
Cleared Checks and Payments						
	Journal	9/14/2018	HACS1020		(765.25)	Payroll # 10023 NM Retiree Health Care Authority
	Journal	9/28/2018	HACS1030		(776.42)	Payroll # 10026
	Journal	9/28/2018	HACS1030		(1,377.39)	Payroll # 10024
	Journal	9/28/2018	HACS1030		(867.66)	Payroll # 10027 NM Retiree Health Care Authority
	Journal	9/28/2018	HACS1030		(2,026.49)	Payroll # 10025
	Bill Payment	9/28/2018	20533	29157 Creative Hands- On Math	(2,703.25)	PO# 92120184; Classroom math Coaching, Model Teaching and Providing Support: 09/06 - 09/13/18
	Bill Payment	9/28/2018	20536	29330 Staples Advantage	(1,295.95)	Cust# DAL 1840861; Key Tags, Ruled Index Card & Dolly
	Bill Payment	9/28/2018	20534	28278 Edtec Inc.	(13,153.82)	Monthly Svc - September 2018
	Bill Payment	9/28/2018	20532	29332 City of Gallup (27148)	(370.26)	Acct# 27148; Electric Charges - due dt: 10/15/18
	Bill Payment	9/28/2018	20531	29156 City of Gallup	(375.55)	Acct# 27168; Electric Charges - due dt: 10/15/18
	Bill Payment	9/28/2018	20530	29259 Century Link	(369.19)	Acct#505-722-2457 369B; Communication Services & late Charges
	Bill Payment	9/28/2018	20529	29331 Aequitas Education	(15,000.00)	Lease of Site
	Bill Payment	9/28/2018	20535	29160 epluno, LLC	(689.64)	School Uniforms
	Bill Payment	10/1/2018	20539	29440 Cooperative Educational Services (CES)	(300.00)	Cust Id# HOZHOACADEMY; New JPA Member Fee
	Bill Payment	10/1/2018	20537	29441 Advanced Technical Services	(151.64)	Acct# 649; Fire Alarm Monitoring: Sep'18 - Dec '18
	Bill Payment	10/1/2018	20540	29442 Quill Corporation	(2,396.58)	Acct# C8617224; Materials & Supplies
	Bill Payment	10/1/2018	20538	29439 Carviso, Beverly (ee)	(35.00)	Reimb: Fingerprinting
	Journal	10/3/2018	HACS1031		(5.00)	ONLINE BILL PMT BILLINGFEE CKFXXXXX0554POS
	Check	10/9/2018	M995002	29261 NMPSIA	(4,878.00)	M995002-NMPSIA
	Check	10/10/2018	DB101018	29101 NMERB	(10,872.63)	DB101018-NMERB
	Check	10/11/2018	M995003	29261 NMPSIA	(5,822.96)	M995003-NMPSIA
	Journal	10/15/2018	HACS1033		(3,242.49)	Federal and State Taxes
	Journal	10/15/2018	HACS1033		(1,379.22)	Payroll # 10028
	Journal	10/15/2018	HACS1033		(16,181.06)	Direct Deposit

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	BALANCE	DESCRIPTION
	Journal	10/15/2018	HACS1033		(81.48)	Payroll Fee
	Journal	10/15/2018	HACS1033		(1,407.78)	Payroll # 10029
	Bill Payment	10/15/2018	20542	28594 Hillock, Juliane (ee)	(202.78)	Reimb: Non Food Supplies
	Bill Payment	10/15/2018	20543	29227 Mobilease Modular Space Inc	(13,463.00)	Monthly Rental Fee Modular Classrooms
	Bill Payment	10/15/2018	20547	29597 Rehoboth Christian School	(3,750.00)	Breakfast & Lunch: 09/17 - 09/28/18
	Bill Payment	10/15/2018	20541	29331 Aequitas Education	(15,000.00)	Lease of Site
	Bill Payment	10/15/2018	20551	29594 VEX Robotics, INC	(245.15)	PO# 71620181; VEX IQ Challenge Full Field Perimeter & Tiles
	Check	10/16/2018	DB101618	29101 NMERB	(2,450.13)	DB101618-NMERB
	Bill Payment	10/23/2018	20558	29227 Mobilease Modular Space Inc	(13,463.00)	Order # RO00179; Monthly Rental Fee Modular Classrooms
	Bill Payment	10/23/2018	20554	29158 Dine Lock And Safe	(125.64)	PO# 101620164; Service Call, Indicator Lock & Installation
	Bill Payment	10/23/2018	20559	29747 Nasco	(129.70)	Acct # 394-951-00; Materials & Supplies
	Bill Payment	10/23/2018	20556	28594 Hillock, Juliane (ee)	(406.98)	Reimb: Non Food Supplies, Professional Development & Mileage
	Bill Payment	10/23/2018	20555	28278 Edtec Inc.	(4,993.44)	Monthly Svc - October 2018
	Bill Payment	10/23/2018	20557	29232 IPFS Corporation	(321.49)	Policy acct COD-289077 ; Policy SCC2032678 Payment No. 3 - Due Date 10/24/18
	Journal	10/25/2018	HACS1043		(109.99)	Federal and State Taxes
	Journal	10/31/2018	HACS1045		(2,624.04)	Federal and State Taxes
	Journal	10/31/2018	HACS1045		(1,384.01)	Payroll # 10031
	Journal	10/31/2018	HACS1045		(106.48)	Payroll Fee
	Journal	10/31/2018	HACS1045		(18,119.57)	Direct Deposit
Total - Cleared Checks and Payments					(163,420.11)	
Total - Reconciled					(50,485.09)	
Last Reconciled Statement Balance - 10/30/2018					88,583.68	
Current Reconciled Balance					38,098.59	
Reconcile Statement Balance - 10/31/2018					38,098.59	
Difference					0.00	
Unreconciled						
Uncleared						
Checks and Payments						
	Journal	7/31/2018	HACS1001		(220.00)	State Taxes
	Journal	9/14/2018	HACS1020		(398.29)	Payroll # 10021
	Bill Payment	9/26/2018	20528	29401 Mason, Rachel	(398.29)	replacement payroll ck 10021.
	Journal	10/15/2018	HACS1033		(817.43)	Payroll # 10030 NM Retiree Health Care Authority
	Bill Payment	10/15/2018	20544	28752 National Business Furniture	(1,571.46)	Furniture & Adjustments
	Bill Payment	10/15/2018	20549	29593 Staples Advantage (Cust# AD1840861)	(6,269.70)	Cust# AD1840861; CR-Tax Refund
	Bill Payment	10/15/2018	20545	29596 Newell, Andrew C.	(450.00)	Individual Student Counseling: 09/19 - 09/26/18
	Bill Payment	10/15/2018	20550	29163 T & T Disturbuting Co.,INC.	(205.12)	Supplies and Materials
	Bill Payment	10/15/2018	20548	29330 Staples Advantage	(546.03)	Cust# DAL 1840861; Materials & Supplies

ID	TRANSACTION TYPE	DATE	DOCUMENT NUMBER	NAME	BALANCE	DESCRIPTION
	Bill Payment	10/15/2018	20546	29257 Red Rock Security & Patrol LLC	(413.21)	Hourly Security For Level 1 & Level 2 Security Officers
	Bill Payment	10/23/2018	20553	28592 Classical Academic Press	(215.40)	Well Ordered Language, Level 1A SE
	Bill Payment	10/23/2018	20552	29269 Butler's Office Supply	(2,553.47)	Cust#Hozhac; Supply Assets
	Bill Payment	10/23/2018	20560	29330 Staples Advantage	(520.63)	Cust# DAL 1840861; Materials & Supplies
	Bill Payment	10/23/2018	20561	29163 T & T Disturbuting Co.,INC.	(44.97)	Supplies and Materials
	Bill Payment	10/29/2018	20563	29156 City of Gallup	(394.56)	Acct# 27168; Electric Charges - due dt: 11/13/18
	Bill Payment	10/29/2018	20569	29806 WCEPS	(83.00)	WIDA Screener Paper Elementary Kit
	Bill Payment	10/29/2018	20568	29808 Stevenson Learning Skills	(131.78)	Supplementary Reader Set
	Bill Payment	10/29/2018	20566	29257 Red Rock Security & Patrol LLC	(438.67)	Hourly Security For Level 1 & Level 2 Security Officers
	Bill Payment	10/29/2018	20565	28592 Classical Academic Press	(15.96)	Well Ordered Language, Level 1A TE
	Bill Payment	10/29/2018	20564	29332 City of Gallup (27148)	(1,019.61)	Acct# 27148; Electric Charges - due dt: 11/13/18
	Bill Payment	10/29/2018	20562	29809 ALSCO	(16.24)	Cust# 057890; 3X5 Mat & Super Tread Mat
	Bill Payment	10/29/2018	20567	29807 Sports World Embroidery	(346.32)	Essential Bundle Boy & Girl
	Journal	10/31/2018	HACS1045		(817.43)	Payroll # 10032 NM Retiree Health Care Authority
Total - Checks and Payments					(17,887.57)	
Total - Uncleared					(17,887.57)	
Total - Unreconciled					(17,887.57)	
Total as of 10/31/2018					20,211.02	